

**TRANSPORTATION  
ASSISTANT  
(DISPATCH)  
GS-2102-05**

**FUELS**

## AIR TERMINAL DISPATCHER GS-2102-05

### Introduction

This position is located in the Facilities Management and Airfield Support Department, Airfield Support Division, Fuels Branch, Naval Air Station, Lemoore, CA. Its purpose is to provide a variety of administrative and air transportation tasks associated with the management, administration and operation of the air terminal facility.

### Major Duties

Incumbent is the Facilities Management Airfield Support Department Dispatcher. Reviews flight schedules and advises the Supervisor of any conflicting requirements concerning personnel availability. Accesses the Naval Air Logistics Office (NALO) computer system to view flight information.

Responsible for reviewing flight schedules and dispatching aircraft services personnel. Informs passengers of reporting time, scheduled take off and arrival times and flight number and processes passengers and baggage. Ensures forms and clearances are correct, meeting established security and air transportation requirements.

Reviews and updates existing instructions for conformance with higher directives. Provides for the safeguard of classified materials coming into, retained by or leaving the terminal. Reviews reporting requirements to simplify methods or eliminate requirement.

Receives, displays, and disseminates flight advisory information of interest to passengers. Coordinates ground transportation and billeting when required by visiting flight, crews. Processes passengers for military air transportation, determining travel (30%) eligibility and priority with reference to identification. Endorses travel orders, annotates specialized forms, such as space available registers, bag tags, NOK forms, liability certificates, and manifests. Prepares tracer messages for lost and found baggage, forwards found baggage and advises passengers about claim procedures for damaged or pilfered baggage.

Assists in processing passengers and baggage in accordance with current anti-hijacking procedures. Uses magnetometers, X-ray, and visual search, systems to check passengers and baggage. Briefs passengers regarding flights, such as flight designator, type aircraft, departure time, in-flight meals, items prohibited on aircraft, loading procedures, and enroute time. Receives baggage from passengers and controls movement to aircraft through handlers. (20%)

Assist special category passengers (VIP/DV, Blue Bark, Coin Assist (Critically ill) in accordance with established procedures. Collects, accounts for and disburses, monies for in-flight meals, and orders in-flight meals for passengers. Ensures passengers (10%)

comfort, and safety through the terminal and into aircraft. Prepares traffic irregularity reports and manifest breakdown for loading and planning.

Coordinates aircraft handling and servicing requirements with user organization and activities. Answers and initiates telephone calls, and performs radio dispatch services. Prepares manifest and related air transportation service documents. Maintains cargo backlog files and forms. Collects and maintains station copies of air transportation documents such as manifests, NOK forms, shipping documents, SA lists, weight and balance, etc. Obtains and maintains reference directives for all Aircraft Service functions. (20%)

Types material, both tabular and non-tabular, in appropriate format and assembles required material. Orders and maintains supplies, including office supplies, forms and materials, maintains custody records of equipment assigned to the Aircraft Service Branch. Maintains and safeguards classified and other sensitive materials including secret. Maintains training files for the Aircraft Services Branch. (20%)

Provides radio dispatch service to coordinate vehicle movement for fueling/defueling of aircraft, the distribution of materials and facility maintenance needs. Determines customer priority and dispatches resources to accomplish the mission of the department.

Performs miscellaneous duties as assigned, including sweeping, buffing and stripping floors along with dusting.

#### Knowledge Required By The Position

Incumbent works in a complex organization at both the base and department level and, therefore, must possess the ability to work independently with only general guidelines from the immediate supervisor. To ensure that this capability exists, the incumbent must have a thorough procedural and working knowledge of: OPNAVINST 4631.2, The Management of Department of the Navy (DON) Airlift Assets, NAVAIR 00-80T-109, Aircraft Refueling Manual, DOD INST 4515.1B, Air Transportation Eligibility, The Naval Air Logistic Office (NALO), Flight support and services to support all weather operations. A thorough knowledge of Navy protocol, military regulations terminology peculiar to the Navy, office procedures and organization as applicable to a naval shore establishment is required.

#### Supervisory Controls

Direction is provided by the Airfield Support Supervisor Division Director. The incumbent is expected to perform administrative functions of the office without detailed assignment. Supervision is exercised in a manner which allows very independent, discretionary action. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work and effectiveness in meeting mission needs.

## Guidelines

DOD Instructions, OPNAVINST, Navy Correspondence Manual, various organizations/ station directives, function charts and other pertinent naval directives are followed. Problems for which there are not precedent or guides must be solved by the use of previous experience, sound judgment and diplomacy.

## Complexity

The employee must analyze problems, determine the cause and take steps to correct the problems or explain these tasks to others.

## Scope and Effect

Task is crucial to the overall flights schedule of off station aircraft and passenger movements.

## Personal Contacts

Contacts with military and civilian personnel at Flag, Command, tenant commands, department and the general public. Contacts are made with numerous individuals involved in aircraft handling throughout the station.

## Purpose Of Contacts

To respond to requests for aircraft refueling services. Make appropriate referrals in response to requests concerning air transportation flight arrivals and departures.

## Physical Demands

The work is performed primarily while sitting; occasional walking, bending and stooping is necessary. Operation of a motor vehicle is required.

## Work Environment

All work is performed primarily in an office setting. Minimal to some noise problems exist.

**A SECRET CLEARANCE IS REQUIRED.**